

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 32-10

OPEN TO: All Interested Candidates within and outside the Mission

POSITION: Generator Mechanic/Foreman

OPENING DATE: December 30, 2010

CLOSING DATE: January 12, 2011

WORK HOURS: Full-time; 40 hours/ week

GRADE: \*Not-Ordinarily Resident: FP-07 (To be confirmed by Washington)

\*Ordinarily Resident: FSN-1215-7

ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

SEE DEFINITION FOR “NOT-ORDINARILY RESIDENT” BELOW.

The United States Embassy in Freetown is seeking an individual for the position of Generator Mechanic Foreman. The position is located in the Facilities Maintenance Section and reports to the Chief Maintenance Supervisor.

## FUNCTIONS OF POSITION:

Performs periodic checks and inspections on all mechanical elements of the power generating system including diesel power generators, fuel supply pumps, fuel tanks, and ventilation equipment. Ensures that the system is maintained in proper working conditions at all times. Ensures and executes preventive maintenance tasks per the maintenance plan and manufacturer recommendations. Ensures proper use of time, tools, materials, and parts, and provides data on all completed preventive maintenance tasks, spares, consumables and fuel storage using established computer tracking database.

In addition to the power generating system, the incumbent performs periodic checks and inspections on various other mechanical equipment and executes scheduled preventive maintenance tasks.

Based on instructions from the Chief Maintenance Operations Supervisor, executes assigned maintenance work orders. Performs hands-on repairs of mechanical equipment based on approved work orders.

The incumbent performs regular checks for consumables, tools, spare parts and materials and reports status to the Chief Maintenance Operations Supervisor. Ensures maintenance of log books for operation of various mechanical systems. Miscellaneous tasks may include service and inspection of fire extinguishers, fabrication of sheet metal parts, assembly and installation of new equipment, and relocation of equipment.

Other assigned duties: Supports Post activities including relocations, emergency actions, escorting and monitoring contractors on site. Assists other shops as part of the maintenance team and performs other duties as assigned..

#### QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education: Completion of high school required. Completion of vocational training from an accredited institute recognized as producing journeyman mechanic with specialization in diesel engines field required.
2. Experience: Four to Five years of progressively responsible experience in operation and maintenance of generators in large modern, commercial or other buildings of which two years must have been experience in maintenance of HVAC equipment, pumps, fans filters and DDC control. Two years supervisor experience with HVAC or industrial environment required.
3. Language Ability: Level II English ability (limited knowledge) of written and spoken English required.
4. Knowledge: Must have a good technical understanding of diesel engines and knowledge of refrigeration and air conditioning systems. Computer literacy required. Knowledge on the maintenance of diesel power generators of up to 1000 kW capacity is required. Cummins or related diesel generator experience is preferred.
5. Ability: Ability to use a variety of powered and standard hand tools required by the position. Ability to read and understand mechanical layout drawings and electrical schematic diagrams. Ability to work in a modern building, and be able to understand the

trade, construction, fire and safety codes and standards. Ability to work in a high stress high service environment.

6. Skills: Driving license required.

#### SELECTION PROCESS:

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

#### ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

#### TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) and
2. A current resume or curriculum vitae.
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### SUBMIT APPLICATION TO

The Human Resources Section  
(Application for Generator Mechanical Foreman)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 076/022-515-075

NOTE: Only short listed applicants will be contacted.

## DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;

- Spouse, Domestic Partner or child who is at least age 18; (children include natural offspring, stepchildren, adopted children and children under permanent legal guardianship of the Employee, Spouse, or Domestic partner).

- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, or at an office of the American Institute in Taiwan and

- Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign or Civil Service

Other family members or dependents on direct-hire Foreign, Civil, or uniformed service member's travel orders are not AEFMs or US Citizen EFMs for purpose of 3 FAM 8200.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of

Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen AEFMs and EFM of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 12, 2011

The US Mission in Freetown provides equal opportunity and fair and equitable treatment in Employment to all people without regard to race, color, religion, sex, national origin, age, Disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.